Grants.gov Submission Tips and Information Reference Sheet

1. Follow the **NEW** SF424 and RFA instructions carefully and watch for highlighted changes to format and forms.

2. RFAs are available at http://vaww.research.va.gov/funding/rfa.cfm. Note: You must have the VA Funding Opportunity Number from the RFA and enter it in ASSISTS to download an application

3. All template attachments are located at http://vaww.research.va.gov/funding/electronic-submission.cfm Please access these sites for current forms if you have access to the VA network.

4. <u>Cover sheet</u> – under Applicant Filing Name use station number (636) and last name (Example: 636Jones)

5. <u>SF 424</u>

   - **#4.a.** New project applications should leave this field blank.

     If this is a resubmission or renewal, enter the 2-letter R&D Service and six serial numbers from the previously assigned application/award (example: BX123456) Do not include the portion of the previous number such as 1 I01 or -01A1.

   - **#4.b**. – enter station number and city: 636-Omaha

   - **#5** - Applicant Information: Organizational DUNS: **844360367** **enter this correctly and carefully
     - Legal name: Omaha VA Medical Center
     - Department: Research
     - Street: 4101 Woolworth Avenue (151)
     - County: Douglas
     - Omaha, NE 68105-1850
     - Person to be contacted on matters involving this application: Frederick G. Hamel, Ph.D. Phone – 402-995-3032 E-mail- Frederick.Hamel@va.gov

   - **#6** - Employer Identification: **470376487**

   - **#7** - Type of Applicant….select "Other"…. In "Specify" box, type **VA-ORD**

   - **#11-** Descriptive Title limited to 200 characters including the spaces between words and punctuation

   - **#13** - Congressional district of applicant: **NE-002**

   - **#19** - Authorized Representative: Leave blank and this will be filled in by a Research Office representative when processing your application.

6. **Research and Related Other Project Information**

   - If yes to Human Subjects involved, then the **Human Subject Assurance Number is 00000556**

   - If yes to Vertebrate Animal use, then the **Animal Welfare Assurance Number is A3508-01**

   - The Project Summary/Abstract (succinct description of the proposed work) is a limit of 40 lines and the Project Narrative (relevance of proposal to veterans health and/or health care issues) is a limit of 10 lines

   - In Background and Significance the following language was changed to emphasize Veteran relevance: "State concisely the importance and Veteran health relevance of the research described in this application. Relate the specific aims to the broad, long-term objective of improving Veteran health."

   - Facilities & other Resources: When there are multiple sites, the sites must be described separately.

   - Other Attachments:

     * The labeling of each attachment must follow the prescribed format (no special characters or spaces).

     A separate 1-page Specific Aims attachment is required for all applications.

   - The Research Plan page limit is reduced by one page (now **14** pages for a parent Merit Review). This may differ for other RFAs.

- Additional "other attachments" are now required- Appendix 10-14 to include Data Management Access Plan

DMAP Template ORD.PDF   DMAP FAQs (3.4.16).pdf   Data Management Access Plan.pptx

7. **Research & Related Project/Performance Site Locations(s)** Enter Omaha VA Medical Center using the same address identified in #5 of the SF 424 and/or VA space being used at the affiliate site/address.
   - Project performance site congressional district **: NE-002**

8. **Research & Related Senior/Key Person Profile (expanded)**
   - MUST use current Biographical Sketch form posted on ORD site. A Personal Statement is required.
   - PIs must put their personal Commons ID (CID) name in Credential field - required only for PIs.
   - If the PI has no current Other Support, please use a PDF attachment that has the heading "Other Support" and indicates "None" in the body of the attachment.

9. **Research & Related Budget**

Copy of SummaryBudgetWork   ExampleBudgetJustification.pdf   ExamplePackageBudgetForms.pdf

   - Complete budget summary table prior to inserting information into SF424 budget pages.
   - Complete the SF424 transferring information from the budget summary table:
     i. Transfer the combined total numbers (see highlighted instructions on example) into section A (**PD/PI only**), B, and F8
   - All budget information must be completed for each year before you can access/enter the next year's funding. Create one budget justification attachment which covers all years of requested funding (the budget summary table will be the first pages of the budget justification).
   - **Note**: IPAs are considered "Other Direct Costs" These contractual costs are to be identified in the budget summary table and justification and on line F8.
   - No IT costs may be included in the budget component; IT needs must be included as a table within the budget justification attachment. A support letter from the CIO will be necessary if IT items are requested.
   - BLR&D/CSR&D proposals: Total travel costs for presenting research findings at scientific meetings may not exceed $2,000 per year for only the PI. A table is REQUIRED in the budget justification (see SF424)
   - HSR&D: Refer to RFA
   - RR&D: Request for travel is limited to what is needed with no specific limit.
   - If you are planning to use a particular site/provider for services (i.e. UNMC for assays, data analysis, etc.) you must explain the reason you need this "sole source" versus getting the service from anyone in general. For example: I will be using the (blank) at UNMC because of the established affiliation and related expertise to my research. Also, all previous data used has been obtained using this same equipment which provides a consistency of data for the research. If this type of information is clearly included in your plan and budget justification you will have an easier time obtaining the Purchase Order once funded.